

57-8001


27 SEP 1957

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Central Processing Branch, Records and Services  
Division, Office of Personnel

REFERENCE: Staff Study dated 16 Sep 57 from C/Management  
Staff to DD/S; subject: Survey of Travel  
Functions of Central Processing Branch, Office  
of Personnel

1. This memorandum is for your information.
2. We have reviewed referenced staff study and are in agreement with the recommendations made.
3. Prior to our receipt of this study and in connection with the reduction necessary to meet our current personnel ceiling, we had already eliminated one position in the Central Processing Branch. We have a suggested Table of Organization for the Central Processing Branch which would implement the recommendations of the staff study, including the elimination of one position. This proposal is attached for your information. We are prepared to implement the other recommendations upon your approval of the staff study.

  
Gordon M. Stewart  
Director of Personnel

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Attachment